



SPONSOR CHANGE

City of Houston
Department of Public Works and Engineering
Informal Contract Agreement
For New Meter Installation: 2-inch Meters and Smaller
(713) 535-7675 (713) 535-7941 (Fax)

This agreement between the City of Houston and the property owner reflects the owner's decision to be responsible for the installation of the water service line and meter described below.
This agreement will help coordinate the proper setting of the water meter and service line.

Owner Name: _____ Owner's Phone: (____) _____
Owner's Mailing Address: _____
City: _____ State _____ Zip _____
New Plumbers Name: _____

**** Please note, a letter of authorization from the property owner must accompany this form in order to change the selected plumber.**

Meter Address

1. _____
2. _____
3. _____

If you are the contractor, home builder, architect, etc., you may sign as agent, but an approval letter from the property owner or business, on company letterhead, will still be required. **

The Owner or Contractor, as representative of the Owner, Understands and Agrees With the Following:

The Contractor shall notify all applicable utility companies by calling (713) 223-4567 and will identify all underground utilities prior to any excavation. The Contractor shall make no tap or set a meter until inspection and meter fees have been paid by the owner/contractor to Utility Customer Service and a Letter of Authorization has been issued by the City of Houston. The Letter of Authorization will be issued after inspection and meter fees have been received and posted to your account by Utility Customer Service. The Contractor must contact the Water Maintenance Inspection Supervisor or the City Inspector assigned to that project and schedule an inspection of the installation. This must be done at least two (2) working days prior to the meter installation.

In the event that the Contractor cuts any utility company underground lines, it is expressly agreed and understood that the Contractor's insurance company or bonding surety shall hold harmless the City of Houston from any liability, loss, cost, expense and/or damage arising out of or in connection with the work done by the Contractor.

Water Meters and Appurtenance Liability

It shall be the Owner(s)/contractor(s) responsibility to secure water meters and appurtenances to prevent damage to such equipment during construction and/or development. Water meters and meter boxes shall not be covered by dirt and/or debris and shall be clearly visible and accessible to City of Houston personnel.

Owner(s)/contractor(s) shall be held liable for removal of dirt and debris and any damage caused to water meter(s) and/or appurtenance during construction and development. Owner(s)/Contractor(s) shall be billed current City of Houston cost for new replacement equipment for each item damaged. Owner(s)/contractor(s) water/wastewater account shall be immediately debited charges for equipment upon discovery of damaged equipment.

Water Meter and appurtenance shall include: water meters, electronic equipment, meter boxes, meter lids, curb stops, service lines, taps and saddles. Owner(s)/contractor(s) shall install and replace service lines, curb stops, taps and saddles at their expense. Owner(s)/contractor(s) shall install and replace damaged service lines, curb stops, taps and saddles within 72 hours of receipt of written notification from the City of Houston.

Violation of these guidelines will result in the contractor's immediate removal from the City's approved contractor list and a recommendation to red tag the project (stop work) until a new City-approved contractor is selected by the customer.

The Owner Understands and Agrees With the Following:

1. No work will be initiated until inspection and meter fees have been paid by the owner/contractor to Utility Customer Service. Fees will not be considered as paid until Utility Customer Service has received the fees and posted them to the owner's account.
2. The Owner's Contractor shall make no tap or set a meter until a Letter of Authorization has been issued. The contractor will contact the Water Maintenance Inspection Supervisor at (713) 641-7826 to have an inspector assigned and to schedule the installation.
3. The City of Houston will furnish the meter and meter box only; the Owner or the Owner's contractor will furnish all materials and labor required for complete installation.
4. All work will be inspected by the City of Houston Water Maintenance Inspector.
5. The contractual relationship, if any, between the Owner and the Owner's Contractor shall not impose any burden on the City of Houston with respect to payments due the Contractor.
6. All meters or meter boxes which are connected to the City of Houston's water distribution system will become and remain the sole property of the City.
7. Requests for refunds shall not be approved if a Water Main Extension project has been initiated based on this application.
8. All existing service taps and service lines that will not be used to provide water service for the tract(s) being developed will be cut plugged and abandoned by the owner/contractor at their expense. Meters and final inspection approval will not be issued until all services have been cut, plugged and abandoned.

Expiration: All contract agreements will expire by limitation and become null and void if the work authorized by the contract agreement has not commenced within 360 days from the date of the agreement or if work authorized is suspended or abandoned within 360 days.

The Utility official may extend the time for action by the owner/contractor for a period not to exceed 180 days on written request by the owner/contractor showing that circumstances beyond the control of the owner/contractor to complete the work specified. Written request for extension should be addressed to Utility Customer Service, 4200 Leeland, Houston, Texas, 77023, Attn.: New Service Section. No agreement may be extended more than once. If extension request is not made and posted on or prior to the contract agreement expiration date, the agreement will be considered expired by limitation. Upon the expiration and/or termination of this contract agreement the City will retain the first twenty-five dollars (\$25.00) and ten (10) percent thereof and refund the balance to the applicant. To reestablish service, customers must reapply and pay appropriate fees.

Owner's Signature

Date

Agent's Signature

Date

Administrative Assistant/ Utility Customer Service

Date